



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Research Assistant				
DEPARTMENT	Eleanor Glanville Institute				
LOCATION	Lincoln Campuses				
JOB NUMBER	EGI004	GRADE	6	DATE	January 2023
REPORTS TO	Equalities Portfolio Manager				

CONTEXT

The Eleanor Glanville Institute (EGI) is home to the University's diversity and inclusion work, providing strategic leadership and coordination of equality, diversity and inclusion (EDI) activity, and establishing a coherent EDI framework and a strategy to build an inclusive university that is both holistic and evidence based.

The EGI is a hybrid and multi-functional entity, bringing together researchers (academics) and practitioners (professional services staff) to develop evidence-based transformational and progressive strategies for improving equality, diversity and inclusion (EDI) at individual, group and organisation levels. It helps to prepare a culturally-competent workforce, and a student body prepared to thrive in an increasingly global society, where understanding different cultures and values are increasingly important. Alongside the ongoing drive to lead the University's engagement with wider EDI agendas (such as the Athena Swan and Race Equality Charters), the EGI continues to offer internationally-leading academic research, sector-leading educational opportunities, and a diverse postgraduate research community.

As a member of the EGI team, the postholder will carry out research and impact evaluation to support the Institute's portfolio of activities and contribute to its growth and sustainability.

JOB PURPOSE

The postholder is responsible for conducting EDI-related research and impact evaluation on a variety of projects, as directed by the Equalities Portfolio Manager, and is expected to operate with a significant degree of autonomy. The postholder may be required to help supervise the work of more junior researchers.

KEY RESPONSIBILITIES

Literature reviews
<ul style="list-style-type: none"> To undertake literature reviews and other investigations of the state-of-the-art and to prepare reports as required.
Research & impact evaluation
<ul style="list-style-type: none"> To perform specified research and evaluation under direction and support, to generate original knowledge, contribute to decisions about research direction, and to prepare reports on results, as required. The research assistant will not be expected to act as an independent researcher. Plan own day-to-day research activity within the context of the required research programme, exhibiting a high degree of autonomy. Contribute to the production of research outputs, including reports, papers and other publications, and preparation for and presentation at international research conferences.
Consultancy
<ul style="list-style-type: none"> To contribute to the consultancy activity of the Institute as part of the consultancy team, carrying out research activities as required. This will include the preparation of tenders / proposals, and report writing.
Liaising & networking
<ul style="list-style-type: none"> Liaise with internal and external collaborators, and with colleagues in the Department, maintaining positive and effective working relationships; this may include liaison with senior personnel in other organisations including collaborators, sponsors and clients. Participate in internal research activities, including seminars, research meetings and continuous professional development activities.
Teaching support
<ul style="list-style-type: none"> If required, engage in teaching support activities, up to a maximum of six hours per week.
PhD
<ul style="list-style-type: none"> Where appropriate and agreed, register for and undertake a PhD or other specified research degree.
General
<ul style="list-style-type: none"> Adhere to the University's equality and diversity commitment in all activities, actively promoting equality of opportunity wherever possible. The postholder will have the skills and experience to use their initiative, work as part of a team, and thrive in a dynamic and challenging environment.

In addition to the above, undertake such duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> Director of the Institute EGI staff Stakeholders University staff and students 	<ul style="list-style-type: none"> Research collaborators Lincoln Students' Union Other HEIs Stakeholder groups and organisations General Public External clients and partners

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**



JOB TITLE	Research Assistant	JOB NUMBER	EGI004
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Honours degree, or equivalent, in relevant subject.	E	A
Masters degree in relevant subject	D	A
Experience:		
Experience of relevant research methodologies	E	A/I
Experience of carrying out research in an EDI-related field	D	A/I
Skills and Knowledge:		
Broad knowledge of the EDI area	E	A/I
Ability to conduct original research under supervision in the subject area	E	A/I
Excellent written and verbal communication, including the ability to write reports and research outputs	E	A/I
Ability to prioritise own workload and work to specified deadlines under pressure	D	A/I
Ability to communicate complex subjects to students	E	A/I
Ability to develop networks, and build and maintain relationships (internal and external)	E	A/I
Competencies and Personal Attributes:		
Enthusiasm, diligence and an ability to work through problems	E	I
Organised, agile and efficient with a positive and proactive approach to work.	E	I
Effective team member	E	A/I
Ability to work independently and effectively manage own workload within agreed priorities and deadlines	E	A/I
Professionalism, tact and diplomacy	E	I
Confidence	E	I
A keen interest in aspects of equality, diversity and inclusion	D	I
Business Requirements:		
Flexible hours to accommodate occasional breakfast, evening and weekend work. From time to time, may be required to travel to meetings (including overnight stay)	E	A/I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	BC	HRBP	JE
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